**LEADERSHIP TEAM**

**3.2.2020**

**MINUTES**

**Discussion Items:**

* Rouler feedback:
  + The event netted over $75,000.
    - We expect to increase both ticket sales and sponsorship revenues next year.
  + Approximately 500 people attended. Will be looking for a larger venue.
    - Spread out the raffle tables more – it was crowded when looking at prizes.
    - The Bingo station got kind of congested.
  + Use internal capacity better, in particular the box truck!
  + The food was good, but there wasn’t enough of it. People came straight from the office and were eating dinner. Some of the items we thought would be filling turned out to be very small.
  + Lots of complimentary comments. People really enjoyed themselves, were already talking about next year.
  + The team is talking about how to include more messaging in more ways.
* Coronavirus pre-planning.
  + CCUSA is holding a webinar on Thursday 3/5. Several LT members will participate.
  + If there is a local outbreak/ schools close, etc … some staff can work remotely but others cannot. We need to be ready to respond if there is a local call for closing public-facing businesses.
    - We don’t need to get too anxious before there are local confirmed cases and/or directives from the Archdiocese or Metro.
    - Each program will be different. Long Term Care will be at risk if nursing homes are exposed. Language Services – interpreters are often in health care settings.
  + Darko has spoken with Metro’s new Director of Globalization about communications with international communities. There may be a need to translate materials but let’s wait to see what comes from the CDC before we start doing anything ourselves. FYI there are printables in English, Spanish, and Chinese on this site. <https://dshs.texas.gov/coronavirus/>
  + Hand sanitizer stands or wall dispensers at entrances – remind everyone to use on every entrance to the building.
  + Stay home if you are sick! Reminder that supervisor has discretion to advance up to 2 weeks of sick time if need be.
* UPS will hold its Grant Committee meeting at CCL location in May + tour of facility.
  + May 12 from 2-4 p.m. Arrive at 1:30 for the tour.
  + Begin meeting with a quick 10 minute presentation of CCL grant to the committee for which we are requesting funds.
* Internal audit:
  + Finance is identifying its deficiencies so as to be better prepared for our audit in May, any spot check from a funder.
    - The recent email scam attempt, which fortunately did not cause a loss, was a good wake-up call to the need for internal procedures.
    - Becky located audit findings issued against other Catholic Charities. Noted that the cause of a lot of the findings was turnover in the Finance Department. This is why we are doing the internal audit!
  + Becky is assisting with an internal audit, at Nick’s request.
    - She will be asking for grant agreements, budgets, contracts, financial reports.
    - This is material that Finance should have on hand already. This will help Maria to build all the grant files – as Nick has been preaching to the Programs since he arrived in October.
* Time sheet audit.
  + Bart has been doing this as a response to our audit finding from last year that Paycor time cards did not match our time-and-effort reporting on the grants.
  + 22 out of 40 time cards he reviewed were in error. HOWEVER, he reviewed salaried employees and not merely hourly employees. That was a mistake!
    - Paycor is problematic in that salaried employees must put in hours worked in order to be paid. But per the FLSA, they cannot be required to track hours – only days.
    - Salaried people should put in 7 hours of Regular time for any work day in which they are not using Vacation, Personal, or Sick Time.
  + This report DOES show a real problem in that a few employees who should be charging grants did not submit timesheets that would allow us to properly charge their time.
    - That means their time goes to the agency’s unrestricted funds and is not reimbursable. Fill out your time sheets, people!

**Updates:**

**LISA**

* Rouler was fantastic. Yay, team!
* Budget is coming together

**ELLEN**

* Rouler / Mardi Gras was a huge success! **Thank you to everyone** who attended, volunteered and helped in all the big and small ways to get it up and running. Everyone we talked with had great things to say. We actually had to stop selling tickets the day before the event to fit into our space. A sold out event + people having great time = next year it will be bigger and better and all to benefit the many programs at Catholic Charities. Pictures will be posted on the website soon for everyone to get a feel for the event.

**NICK**

* Month End Close
* Compiling FY21 Budget
* Finance SOP’s

**LUCIO**

* Ribbon Cutting-Press release-Open House for Head Start at St. Ignatius last week was a successful event and great media coverage.
* Working with Colin, Zeljana, Karen the Newberg Head Start Manager, and St. I to secure space for our Family Learning ESL to resume as soon as possible.
* Lisa and I are meeting this week, rescheduled from last week, with several Metro Council members, along with Ben Kresse around Indigent Burials and what role CCL could play in the coordination of this – if funding could be provided. I have been in touch with Javier from Catholic Cemeteries for a discussion about this after we meet with Metro.
* Our Reaching Beyond Bars Reentry Conference is this Friday at Hotel Louisville.

**BART**

* Network Advocates will begin contacting staff this week about migrating profiles and moving WIN7 users to the virtual server.  I have used it.  I hope staff will enjoy the upgrades and no real difference should be detected.   Depending on network traffic some very minor lad might happen, but may not be perceived depending on the application(s) staff may be running.
* In-kind/Matching Policies to be distributed by week’s end for review by development team and program directors.  Implementation is slated for April

**BECKY**

* Louisville Community Consultation Quarterly Meeting  (Joint Meeting with KRM, MRS and KOR)  with refugee service providers will be held March 5, 2020 at Metro United Way.

**DARKO**

* Fostering Success Project – Several programs and the Finance and Development Departments have expressed interest in this project and submitted to the HR Department short summaries of tasks that they envision participants will do.

LS

* We received a new contract agreement from Norton Healthcare on Friday afternoon.  The new contract eliminates the one-hour minimum from the old contract.
* LS was asked to create a system-wide contract for the newly formed U of L Healthcare.  This will cover four counties.  A contract has been sent and we are waiting for signatures.
* The LS staff will attend the upcoming Kentucky Interpreters Conference at Cincinnati Children’s Hospital on Saturday April 18th.  The focus of this year’s conference is interpreting for vulnerable groups.  We felt like the topics (and the price of only $25 per person) was a good reason for the whole staff to attend.
* BoostLingo, our scheduling provider, sent another update to our system last week.  Steady updates and improvements continue and we are happy with the changes we’ve made.

FSS

* FSS met with La Casita staff on Friday and plan to partner in the future by offering workshops. We submitted last week a grant application proposal to Kosair Foundation that will, if funded, provide car seats to FSS clients and our community partners and provide car seat safety orientations to parents.

MRS

* We will attend on March 10th a meeting of Louisville Synergy Project, which is community engagement initiative created by the Mayor Greg Fischer, Police Chief and the Chief Equity Officer for Metro Government. This project creates an opportunity for police and community to work together in a safe, open, and respectful environment to identify root causes of distrust and find actionable solutions to move the city forward.
* Lutheran Immigration and Refugee Services, which is one of recipients of ORR’s Safe Release Services grant has informed the Notice of Awards are due to be sent out to the providers next week.
* We are starting to interview candidates for OVEC’s Family Advocates’ positions.

SVC

* We are working with CT/CEG VISTA on creating cooking classes for the clients of SVC. Our first class will be on March 25 and or 26. We will be using the food from a food order to show our clients just how many ways they can prepare those items they receive monthly. We will also be giving out menus for the items with in the food orders. We will evaluate and then proceed with other classes on nutrition.